

Summary of Key Terms in Draft 2 JOA - September 10, 2016

Effective Date	April 1, 2017
Scope of Agreement	“Jointly Operated Facilities” i.e. Community centre building.
Relationship Between Park Board and CCAs	Independent contracting bodies.
Term & Renewal	5 years + two concurrent 5 year options to renew
CCA Governance	CCA will adopt and adhere to good governance policies. Park Board will provide training. CCA will maintain director/officer liability insurance.
Setting Public Policy	Policy priorities and objectives for recreation system is the responsibility of elected Park Board Commissioners.
Access to Community Centres	LAP (for fitness and all programming) and Flexipass (for fitness centres) will be accepted everywhere. LAP and Flexipass loaded onto OneCards.
Community Centre Programs	Responsibility of CCA.
System-Wide Programs	Park Board may include up to 5 system-wide programs at each centre.
CCA Memberships	CCA membership not required to register for any programs or services.
Space Allocation	CCA responsible for programming space and room rentals. Park Board/City may require short term use (e.g., for events or emergencies). CCA will have access to office space in centre. JOA provides space allocation priority details.
Licensed Childcare	Will meet standards set by Park Board, City, and any other relevant standards, legislation and regulation
CCA HR Responsibilities	CCA is the employer/contracting party for CCA staff and instructors. CCA responsible for volunteer screening and oversight, unless delegated to Park Board. CCA will obtain insurance for employment and contractor risks.
PB HR Responsibilities	Park Board is employer of all Park Board staff (including Group 1), with authority over duties, transfers, vacation scheduling, etc. CCA will have input into staffing of key Park Board positions, and may provide feedback on performance of Recreation Supervisor
Staffing Levels	Will work together to review staffing levels, identify inequities and options to address.
Oversight of Community Centre	Recreation Supervisor is management representative of Park Board and provides official oversight of centre as well as support to CCA.
Maintenance/Renovations of Building	Responsibility of Park Board. CCA to identify changes required to meet licensing requirements for childcare.

CCA Revenue	CCA receives program, rental, childcare, special event, donation, membership, and grant revenue. CCA goal as not-for-profit to reinvest surpluses into recreation programs, services, equipment, etc. at community centre. Facility-generated revenue will be used to directly benefit the public in providing programs/services in centres.
Authorized Deductions	3 <sup>rd</sup> party terminal transaction fees (credit/debit currently 2.1%), registration system subscription fee (ActiveNet currently 1%), corrections for any revenue paid in error.
Staffing Cost Recovery Payments	Park Board will seek CCA's approval annually for Group 1 costs.
Operating Budgets	CCA will develop and share their operating budget with Park Board (developed with support of Park Board staff if required). Park Board retains sole discretion on centre operating budget, and will share budget with individual CCAs.
Capital Budget and Planning	Responsibility of Park Board. Will be a mechanism to consult CCA in long-term capital plans for centre and priorities for capital investment (e.g., centre renewal or replacement).
Record Keeping and Reporting	CCA will provide annual audited financial statements. PB may audit CCA's books upon request with reasonable notice.
Retained Earnings	CCA will develop a plan by end of 1 <sup>st</sup> year of JOA to spend retained earnings within 5 year term of JOA unless otherwise agreed.
Grant Applications	At discretion and requirement of CCA. Park Board to provide support.
Community Centre Investment Fund	Annual contribution of 2% of prior year's facility generated revenue. Used to fund public policy goals within the community centre network.
Joint Planning and Communication	Will have system-wide planning forum and regular system-wide planning and communication sessions (proposed 2/year) with opportunity for Park Board and all CCAs to participate, propose topics for discussion, and share information.
Registration Management System	CCA will use common system which is owned and operated by City/Park Board (currently ActiveNet). PB will collect facility-generated revenue through the system and remit to CCAs on schedule (currently bi-weekly) less authorized deductions.
IT	All IT and telecommunications equipment connected to city's network will be supplied, owned, and managed by City.
Ownership of Facilities	City of Vancouver is sole owner (except for leased centres)
CCA Equipment/Assets	CCA retains ownership of its equipment/assets, which will be described in an inventory. CCA will maintain own equipment.

Dispute resolution	Clear stepped process. Ideally issues resolved at local level, but may be progressively escalated to senior management and finally Park Board of Commissioners. Mediation and other forms of alternative dispute resolution can also be used before arbitration, if agreed upon.
Arbitration	Clarity on which matters are subject to arbitration and process to be utilized. Arbitration costs to be split equally between Park Board and CCA unless reallocated by arbitrator.
Changes to Jointly Operated Facilities	Additions to space will be included in the scope of jointly operated facilities with some exceptions. Agreement terminates upon closure/relocation and a new joint agreement will be entered into to address changes.
Special financial or space arrangements with CCA	To be addressed separately in individual appendices.